

ROUTING AND TRANSMITTAL SLIP		Date
		4 AUG 1983
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1.	D/Data Processing	5 AUG 1983
2.		
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5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

cc: D/Logistics

DDA/MS

all DDP DIV/staffs and

please make copies for ADP control officers with note

"please disseminate this info within your area and make your reservations directly with GSA."

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

EO/DDA

Phone No.

7D-18 Hqs.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI		✓		
6	DDA				
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EE0				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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21					
22					
SUSPENSE		Date			

Remarks:

8/3/83

Date

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ADMINISTRATIVE CONFERENCE OF THE UNITED STATES

2120 L STREET, N.W. SUITE 500
WASHINGTON, D.C. 20037
(202) 254-7020

Executive Registry

83-3928

DD/A Registry

83-1957

August 1, 1983

MEMORANDUM

ODP # 83-1142

TO: Heads of Independent Agencies and Establishments

FROM: Loren A. Smith, Chairman

SUBJECT: SMALL COMPUTERS IN THE FEDERAL OFFICE
ENVIRONMENT--A BRIEFING FOR AGENCY MANAGERS

- GSA is now completing an internal evaluation of ways in which managers of government offices have found that they can cut costs and improve their operations with microcomputers.
- The Math Box, Inc. will soon begin operating a computer store at which Federal agencies can shop for, and receive expert assistance on, a very wide variety of computer hardware, software, training, maintenance and other services, supplies and related products. These products and services will be available at GSA contract prices.
- GSA has recently established a new "Schedule C" for microcomputers and related software. Schedule C prices are usually significantly lower than those previously available on "Schedule A," but some users may still prefer Schedule A because of non-price factors.

The Agency Management Information Group has arranged for a briefing on these topics for agency heads and line managers at all levels. The briefing will be conducted by GSA Deputy Administrator Ray Kline and the GSA staff members directly involved in each of these three initiatives. This briefing is designed to explain to line managers how to intelligently approach the basic questions of (1) whether there are functions in an office that should be computerized, (2) how to decide what kind of system will be most cost effective, (3) how to get the best mix of price and services, given your agency's particular situation, and (4) what common problems and pitfalls to watch for.

This briefing will be held in the Second Floor Amphitheater at the Federal Home Loan Bank Board, 1700 G Street, N.W., on Friday, September 16, from 1:30 until 3:30 p.m. To reserve a place, call 254-7020.

DCI
EXEC
REG